

### **§341.1. Requirements for Renewal – Adopted to be effective March 1, 2015**

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**Summary of Amendment:** The amendment changes language in (a) to convert license renewal dates from the current anniversary method wherein licenses are renewed on the two-year anniversary of the license's first issuance to a birth-month system in which all renewals will occur every two years at the end of the birth month of the licensee.

#### **§341.1. Requirements for Renewal.**

(a) Biennial renewal. Licensees are required to renew their licenses every two years by the end of their birth month. The Board will maintain a secure resource for verification of license status and expiration date on its website.

(b) Notification of impending license expiration. The board will send notification to each licensee at least 30 days prior to the license expiration date. The licensee is responsible for ensuring that the license is renewed, regardless of receipt of notification.

(c) General requirements. The renewal application is not complete until all required items are received by the board. The components required for license renewal are:

(1) a completed renewal application documenting completion of board-approved continuing competence activities, as described in §341.2 of this title (relating to Continuing Competence Requirements);

(2) the renewal fee, and any late fees which may be due; and

(3) a passing score on the jurisprudence examination.

(d) If all required items are not postmarked (if submitted by mail) or date stamped (if submitted online) prior to the license expiration date, the renewal is late and the license is expired. The licensee may not practice until the license is listed as current on the board's website.

(e) A licensee may renew a license expired less than one year. The items required for the reinstatement of a license are:

(1) Expired for 90 days or less:

(A) All items listed in subsection (c) of this section; and

(B) The late fee as set by the executive council in §651.2 of this title (relating to Physical Therapy Board Fees).

(2) Expired for more than 90 days but less than one year:

(A) All items listed in subsection (c) of this section;

(B) The late fee as set by the executive council; and

(C) Documentation showing completion of continuing competence requirements as specified in §341.2 of this title.

(f) Renewal of a license expired one year or more. A license expired one year or more must be reinstated as specified in §341.6 of this title (relating to License Restoration).